

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address **Application Number** Georgia Department of Natural Resources Application Date Environmental Protection Division Water Quality Support Program Date Completed Date Received Application Number 148 International Boulevard, Suite 800 **SEP 1 3 1978** AUG 1 4 1978 Atlanta, Georgia 30303 Telephone Number **Working Title** 2. Person to Contact 656-4905 Max W. Walker Environmental Specialist 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. c. KK Amend Application No. 74-288 Check One: Change; XX Supercede; Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Water Quality Data and Technical Reports File To Date What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Environmental Protection Division is the State regulatory agency for water quality, air quality, solid waste disposal, and radiological health. The Division prepares regulations for proper treatment and handling of waste; provides for penalties for violations; and issues technical reports for use by federal, state and local government officials, members of the academic world and the general public. The Water Quality Support Program conducts water quality investigations of the various bodies of water throughout the state. The biological, chemical, and bacteriological characteristics of a particular body of water are studied to determine its quality. The flora and fauna are examined in both the field and the laboratory to determine the type and number of living organisms in the water. The results of the studies are published in technical reports. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Reporting and publishing the results of water quality control investigations conducted by the Environmental Protection Division. Included are: board) Water quality reports from bodies of water in the following river basins: Altamaha, Chattahoochee, Coosa, Flint, Ochlocknee, Upper Ocmulgee, Lower Ocmulgee, Oconee, Ogeechee, Satilla, Savannah, St. Marys, and Tennessee. Statewide water quality plans, monitoring reports and investigations. Field and laboratory data sheets from water quality studies. Field and laboratory data sheets and water quality reports of the coastal region. Alphabetically File is arranged: / By river basin; thereunder alphabetically by stream; thereunder chronologically by date of report. 8. Monthly Reference Rate How often are records referred to which are: One to six months old 1-1000; Seven to twelve months old 1-400; Thirteen to twenty-four months old 0twenty-five months and older 0 ? 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Cher (specify) _____; Shelves _____; Other (specify) _

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Application for

DEPARTMENT OF ARCHIVES & RISTORY RECORDS DISPOSITION STANDARD RECORDS MANAGEMENT DIVISION GEORG ! A ication Date FOR RECORDS MANAGEMENT DIVISION USE 2 Agency Application No. AUG 2 2 . 1974 and forward to Department of Archives and History, Attention: AUG = 6 1974 74 - 288 Recorde Hanagement Officer. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Environmental Protection Division Roy A. Herwig Water Quality Control Section 6 . Tel. No. 5 Working Title Water Quality Surveys Service-Room 509 Health Building. Program Manager 656-4988 7.ACTION REQUESTED ESTABLISH DISPOSITION STANDARD; DISPOSE OF PRESENT ACCUMULATION; RECORD WILL CONTINUE TO ACCUMULATE. NO FURTHER ACCUMULATION ANTICIPATED 8. Earliest & Latest Dates of Series 9. Exact Series Title 1965 to Date Water Quality Management Unit Subject Files $^{
m l\,O}.$ What is the function of the office in which this record series is created? Water Quality Surveys Service has three basic functional responsibilities: Prepare river basin plans for Georgia's 15 major river basins in accordance with the Federal Water Pollution Control Act Amendments of 1972 (P.L. 92-500) 2. Collect, interpret and evaluate chemical, physical and biological water quality data (stream analysis) Provide automated data processing support to the Water Quality Control Section 11. This file contains the following documents (include form numbers and titles, if any, Documents relating to the planning and stream analysis of river basin management units. (Each river basin is divided into geographic areas for management purposes.) Included are Water Quality Management Unit Plan; Stream Point Inventory; Facility Inventory; Unpublished Water Quality Data; Physical Data; Socio-Economic Data; Policies; Contracts; Mailing List; Hearings; Correspondence; Public Information; Internal Reports (by Agency); External Reports (by others); Mathematical Simulations; Special Projects; Work Modules; Photo Prints and Slides; Computer cards, tapes and printouts. Files are arranged numerically by File Series Number (I digit); thereunder numerically

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12.	EQUIPMENT OCCUPIED	No. of Drawers	Cu. Pt. of Records	ranger i de een een een ander e	No. of	Dravers	Cu. Pt. o	records
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					This Year's	Last Year's	Preceding Year's	
				AVERAGE DAILY REFERENCES		27 1	-,9	:

by Water Quality Management Unit Number; thereunder alphabetically by subject code.

QUESTIONNAIRE Place an "x" in the proper column. If answer is	"YES," please explain	YES NO
13. Is this the Record Copy of the series? Moseries are original and constitute the Rec	any documents stored in this	[X] []
14. Is there a duplication of this series in a		[] [x]
15. Is the information contained in this serie Attach copy of summary or publication.	es ever summarized or published?	[x] [x]
16. Does the series contain classified informs	tion requiring security handling?	[x]
17. Does the series initiate, amend or termina		[] [_X]
Information stored provides basis for man 18. Could the function be performed if the fil	y agency policies Les were lost or destroyed?	[x] [x]
Most work would have to be redone 19. Is the series (or major portion of it) reg	gularly microfilmed? If yes, why?	[] :[x]
20. Does the record series provide data as in	out to an EDP file?	[x] []
Data are often compiled and reported by E 21. Does the record series contain documentation		[x] []
Many data are received from lab in EDP pr 22. Has the Federal Government issued instruct	intout form tions governing the retention/dispo-	.[ˌ] [x]
sition of these files?		
23. Will provide basic historical data for the sata for a tall	re poylearies from now? If yes, what?	[X] []
24. REQUIREMENTS. The following requires the fi	Poss	sible
LAW LIMITATION PERIOD I	EDERAL e.[]ADMINISTRATIVE f.[X]HISTO AW DECISION VALU Son for the retention requirement)	
	·	
1965:		
25. AGENCY RECOMMENDATIONS. This agency recomme of each -[]CALENDAR YEAR -[]FISCAL YEAR		the end,then:
<pre>[x] Hold in the current files area mc [] Transfer to [] State Records Center [</pre>	nth(s)/_5year(s):] Local Holding Area; holdyear(s):
<pre>[] Destroy. [X] Transfer to State Archives for permaner</pre>	t retention.	•
[] Destroy immediately after cut-off. [] Other: (Specify)		5
() concr. (opecity)	***	
		•
		•
		7 1
(Indicate briefly rationale for recommend	ations above/or write additional remar	KS):
Records Management Officer (Signature) Date		T
	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations Agency Head/Designee in paragraph 25 [] Approved [] Disapproved	Q.S. Howard, G.	8-6-74
are: State Auditor/Designee [2-19-74
STATE RECORDS Secretar of State/Designee COMMITTEE Approved Disapproved Disa		8-16-74
Attorney General/Designee	NANKELAN	8-20-74
【[/ Approved [] Disapproved	1 upull	1